

THE MAD HATTER

DOUGLAS COLLEGE LIBRARY
ARCHIVES



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VOLUME 145 SEPTEMBER 23, 1974.

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|-----------------------------------|----|
| NAZKO-KLUSKUS STUDY..... | 2 |
| STAFF DEVELOPMENT..... | 3 |
| POSITION VACANCIES..... | 5 |
| WELCOME KEN McCOY..... | 6 |
| ROOM BOOKINGS..... | 8 |
| ANNUAL STAFF ASSN. MEETING..... | 10 |
| CERTIFICATION AND STAFF..... | 11 |
| TRAINING FOR ADULT EDUCATORS..... | 12 |

PLEASE NOTE: By direction of
Principal's Council, material
appearing in The Mad Hatter
is processed through the Ad-
mission's Office without ab-
ridgment or editing, except
for requirements of space
limitations and legal con-
siderations.

DOUGLAS COLLEGE

INTER OFFICE MEMO

TO: Eloise

DATE: Sept 17, 1974

FROM: Rick

RE: Submission for Mad Hatter

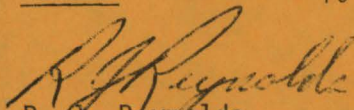
Subject: Faculty Work Rooms all Campuses

Faculty work rooms are "Off Limits" to all students on all campuses.

Exception: Work being reproduced for Faculty Members by students that will benefit the class as a whole, may be reproduced providing the student has written authority from the Faculty member. This memo, note, etc. must be handed in to the faculty work room staff.

NOTE-1 The "Reprox" copy machine is limited to ten (10) copies of any and all material. Requirements in excess of ten (10) copies will be forwarded to the Printing Department, Surrey Campus.

NOTE 2 Student copy facilities are located in the Library.


R. J. Reynolds

Want to Play the Recorder?

- Intermediate to Advanced -
New West Campus every 2nd Tues.
Starting October 15 7-10pm.
12 2-hr sessions - \$15.

for more information phone
Mrs. Barclay at
- 522-2285 -

Nazko-Kluskus Study
Nazko Village
RR # 5
Quesnel, B. C.
September 12, 1974

Dear Librarian:

Under separate cover we are sending you a copy of the Nazko-Kluskus Study Report and related material.

We are attempting in this way to make a limited number of copies go a long way toward improving public understanding of some B. C. Indian concerns and constructive proposals.

We hope you will adapt the enclosed draft press release for effective public information service in your community.

If you wish to receive further progress reports from the Nazko-Kluskus Study would you kindly send your request to Mr. Brendan Kennedy, Study Director, Nazko-Kluskus Study, Nazko Village, RR # 5, Quesnel, B.C.

If there is any way you can help to make this material especially available to social studies teachers or other people in your community who may be interested in encouraging mutually beneficial interaction between Indian and non-Indian people, we shall appreciate your cooperation.

If you have any suggestions, they will be most welcome.

Sincerely yours,

Walter Taylor

Walter Taylor, Coordinator
Brendan Kennedy, Director

THE LIBRARY HAS NOW RECEIVED A COPY OF THIS REPORT AND IT WILL
BE AVAILABLE AS SOON AS IT HAS BEEN CATALOGUED.

DAVID WILLIAMS

Staff Development

A number of college staff have been involved in development over the summer.

Pat Major participated in a Library Display Workshop on May 3rd. She described the course as "a 3 hour workshop which focused on techniques involved in displaying books and library materials" and "found it very interesting and helpful" and plans "to use what (she) has learned in displaying the career/vocational material in the Student Services Centre."

During July, Rose Shaw attended a course on the development of marine invertebrates (Marine Science 411) at Bamfield Marine Station. Rose feels she is now "a better informed resource person with a knowledge of the recent developments and techniques in Invertebrate Embryology."

Elaine Futterman took Phycology - Marine Science 420 at the Bamfield Marine Station during August. To quote Elaine, "I gained personally by increasing my knowledge in this field and I hope to benefit students who are interested in marine biology by passing along what I have learned."

If you are involved in something you would like to share with other staff and don't mind being quoted in the Mad Hatter, please drop a note to Barbara Truscott, Surrey Campus Library.

THE STAFF DEVELOPMENT COMMITTEE

THE STAFF DEVELOPMENT COMMITTEE
NEEDS MEMBERS!

IF YOU ARE INTERESTED IN JOINING THE COMMITTEE OR JUST GETTING
INVOLVED IN ONE OF OUR PROJECTS FOR A LIMITED TIME, PLEASE PHONE:

BARBARA TRUSCOTT, SURREY LIBRARY, LOCAL 223 OR
TRUDI KING, NEW WESTMINSTER SOCIAL SCIENCES LAB., LOCAL 276

FOR MORE INFORMATION.

DOUGLAS COLLEGE

INTER OFFICE MEMO

TO: Mad Hatter

DATE: Sept. 13, 1974

FROM: Bob Lisson

RE:

PERSONNEL DEPARTMENT

Acting Personnel Clerk

As many of you will know effective September 13th, Vi Brooks, our present Personnel Clerk will be leaving the College on an extended leave of absence. Needless to say we sincerely hope that Vi will rejoin us as soon as possible.

In the meantime we have appointed Teresa Inglis as Acting Personnel Clerk until we are able to interview and select a replacement.

Bob Lisson

4

M E M O

TO: All Employees

FROM: Supervisor of Personnel Administration

RE: Vacancies - (1) Audio-Visual Receptionist
(2) Fine Arts Studio Assistant
(3) Audio-Visual Technical Helper

Effective immediately the following positions in the College are available.

- (1) Position: Audio-Visual Receptionist
Classification: Clerk Typist II
Salary: \$513.00 - \$597.00 per month
- (2) Position: Fine Arts Studio Assistant
Classification: Technical Assistant
Salary: \$620.00 - \$722.00 per month
- (3) Position: Audio-Visual Technical Helper
Classification: Technical Helper
Salary: \$532.00 - \$620.00 per month

The job descriptions for these positions are posted on all Staff Notice Boards.

If no applicants fully meet the Pre-requisites, appointments may be made at lower classification levels.

In keeping with our policy of filling vacancies from within our staff whenever possible, we invite applications from all qualified employees who are interested in being considered for these positions.

If you wish to apply for any of these positions, you should advise the Supervisor of Personnel Administration in writing by 23 September 1974. Quote Position Title used in this advertisement.

L. C. Laurie
L. C. Laurie
Supervisor of Personnel Administration

LCL/bg

DOUGLAS COLLEGE

INTER OFFICE MEMO

TO: Mad Hatter

DATE: September 16, 1974

FROM: R.R. Lisson

RE:

DOUGLAS COLLEGE LIBRARY
ARCHIVES

PERSONNEL

Campus Supervisor - New Westminster

It is with pleasure that we introduce and welcome Ken McCoy who has assumed the position of Campus Supervisor for the New Westminster Campus. Ken has a great deal of experience in office management and plant operations which we feel will be invaluable to the College.

Effective Monday, September 23, 1974, Ken can be reached in the Administrative Offices at New West. Please direct any enquiries or requests regarding Campus operations to Ken.

R.R. Lisson
Assistant Bursar

RRL:mr

Murphy's Law and others

It's a comfort to know that some laws can't be broken. In an era when vocal intellectuals are preaching that "law-and-order" is a dirty word, it is definitely re-assuring to know that even the most hardened criminal cannot break the law of gravity, for instance.

And how could we operate hydro if people were able to flout Ohm's Law?

The laws that really govern our behaviour are much more powerful than federal statutes, provincial acts, or municipal codes.

Here are a few fundamental laws with our own added on....

Murphy's Law - If there is a way to do it wrong, it will be done wrong - at the most inopportune time. Murphy's Law (variations) - Nothing is as easy as it looks. Everything takes longer than you think it will. If anything can go wrong it will. An undesirable event which can't happen will.

Kelly's Law - Murphy was an optimist.

Parkinson's Law - Work will always expand to fill the time available for its completion. Parkinson's Law (construction version) - Use will be found for available equipment.

Weiler's Law - Nothing is impossible for the man who doesn't have to do it himself.

Peter Principle - In an organization an individual will rise to his ^{highest} level of incompetence.

Paul Principle - Individuals in an organization who once functioned at their level of competence often become incompetent as they become uneducated for that level.

Mary Principle - If many individuals remain too long at their level of incompetence, they will destroy the organization because their presence demonstrates to others that competence is not a prerequisite for success.

Chisholm's Second Law - Any time things appear to be going well, you have overlooked something.

Lindberg's "Principle of the Vital Few" - 90 per cent of the work is accomplished by 10 per cent of the work force.

Competent Para-professional Law - Every top-echelon class is backed up by a competent lower class, without which the top echelon would soon be exposed as helpless. The reason the Competent Para-professional Principle is a rigid caste system: secretaries can't become the boss; nurses can't become the doctors; production line workers can't become plant managers; linemen can't become engineers; enlisted men can't become officers.

Porridge's Law - A dropped piece of toast will always land butter side down.

Churchill's Payday Doctrine - Never was so little so eagerly awaited by so many.

Bromwell's Law - Anyone still smiling at the end of a day's work really doesn't understand the problem.

From the Elmwood Herald
July 23/74

from Hydrogramme

ROOM BOOKINGS



WILL BE MADE BY THE
RECEPTIONIST ON EACH
CAMPUS FROM MONDAY,
SEPTEMBER 23, 1974
(TODAY) UNTIL THE END
OF THE SEMESTER.
PLEASE DO NOT PHONE
ME AFTER THIS DATE
BECAUSE I WILL NO LONGER
HAVE THE INFORMATION
TO HELP YOU.

THANKYOU--

E. Coie

TO: Everyone
FROM: Mail Clerk
RE: Mailing Procedures

There are two things I would like to ask of everyone and that is;

1) Could all persons sending inter-campus or inter-office mail PLEASE use Manila envelopes or inter-campus folders instead of using Douglas College envelopes? This will save time and especially money because Douglas College envelopes used for inter-campus or inter-office mailing can get mixed in with the out going mail, stamped with unnessesary postage and sent to the Post Office which takes at least one day to be sent back again if we get it back at all.

2) If any person or department is going to do any bulk mailing could they please phone me, the Mail Clerk. (Roberta, Local 214 at the New Westminster Campus) at least two days in advance to insure that the mail you want sent out will get out on time.

Your cooperation will be greatly appreciated.

Thank You

Roberta McDermott
Roberta McDermott

TO: Everyone
FROM: Mail Clerk
RE: Part Time Faculty Mail

During the past few weeks the volume of inter-campus mail for Part Time Faculty has increased significantly. At the present we do not have a system for distributing mail to Part Time Faculty other than holding it in the hopes that they will drop in to pick it up. To date not many have dropped in.

If you want your mail to reach the Part Time Faculty we would suggest that you send it directly to their home addresses.

Thank You

Roberta McDermott
Roberta McDermott

TO: Lillian Zimmerman
FROM: Steve Sharpe
SUBJECT: Mad Hatter Vol. 143 (try that one)
DATE: September 11, 1974

Spare me from 934

Try 484

And "up the 555"

Mad Hatter

DOUGLAS COLLEGE STAFF ASSOCIATION

ANNUAL MEETING

&

ELECTION OF OFFICERS

FRIDAY, SEPTEMBER 27TH

4 - ROOM COMPLEX

SURREY CAMPUS

4:00 P. M.

The Staff Association Executive would like to thank the Administration of Douglas College for their co-operation in granting time-off for staff members who are attending the Staff Association Annual Meeting on September 27th. Dr. Wootton and Mr. Morfey have agreed to make any necessary arrangements to allow staff to leave Richmond campus by 3:20 p. m., and New Westminster campus by 3:40 p. m. in order to arrive at Surrey campus for the meeting at 4:00 p. m.

THIS IS AN IMPORTANT MEETING AND WE WOULD LIKE TO SEE EVERYBODY OUT!

P. S. See last week's Mad Hatter for agenda and nominations information. Shirley Froese, President.

DOUGLAS COLLEGE LIBRARY
ARCHIVES

TO: All Douglas College Support Staff

DATE: 19 Sept. 1974

FROM: Pat Kennan, Vice-President
Staff Association

RE: Certification

As a member of the Staff Association Executive I was charged with the responsibility of acting as liaison officer between the Certification Committee and some of the Unions. You will recall that the Certification Committee was formed to look into the various unions and to come up with what they felt was the best choice for the Support Staff and the College as a whole.

The Staff Association has been formed for some time but due to the rapid turnover of Staff and Members of the Executive, certification is still at step one.

Your Certification Committee has met with the Canadian Union of Public Employees, the Association of University and College Employees and the British Columbia Government Employees Union.

The Committee feels that the best possible choice for the Support Staff of Douglas College is the British Columbia Government Employees Union and therefore recommends that we become affiliated with this union.

At a meeting earlier this year the Staff Association voted for certification but a second vote was not taken to find out if Staff wished to join a recognized union or to become a certified association. A vote will be taken on this issue at our meeting Friday, 27 September. This meeting will be held on the Surrey Campus.

We sincerely hope you will be able to spare an hour or two to vote and to share your concerns with your fellow staff members.

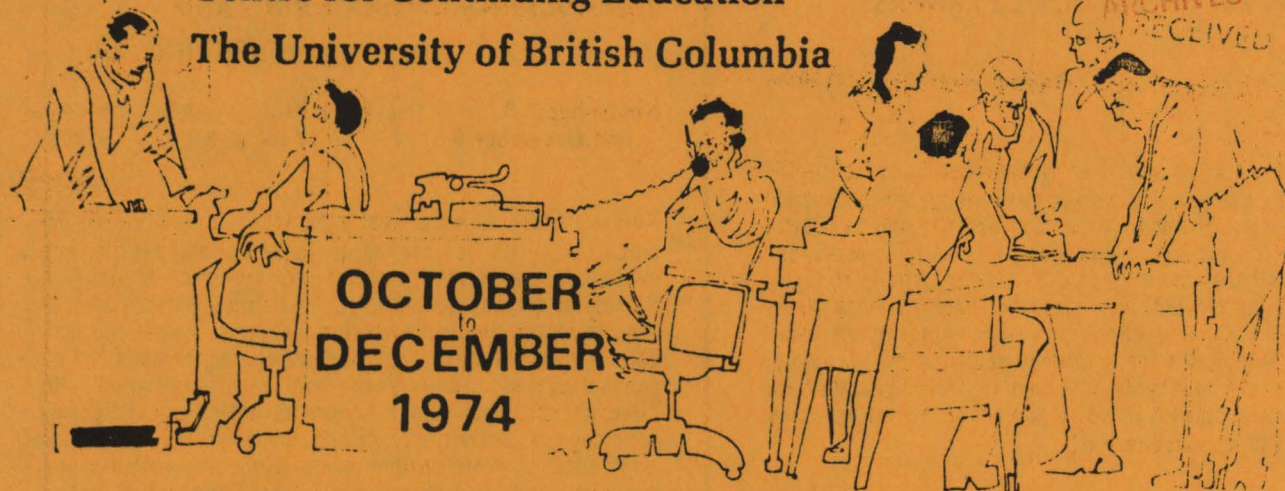
On behalf of the Certification Committee,

Pat Kennan
Pat Kennan

*P.S. Further info
available at the
meeting 1-50 bring
your questions*

Centre for Continuing Education
The University of British Columbia

DOUGLAS COLLEGE LIBRARY
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TRAINING FOR ADULT EDUCATORS

Faculty may apply to department director for financial assistance to take any of these courses. Open to full-time AND part-time faculty.

Apply on Form P-103 "Reimbursement Request for Professional Development" for \$.

Apply to U.B.C. on the application form below:

TEACHING ADULTS

October 4-5

Friday-Saturday 9am - 4:30pm

This intensive short course will examine through lectures, group discussion and individual activities some of the major factors influencing adult learning and instruction. The emphasis throughout the course will be on the application of general principles of adult learning and instruction to the program conducted by the participants. Some of the topics to be covered will include: the adult learner, designing instruction, selecting instructional techniques, maximizing learning, and evaluating learning. Designed primarily for instructors in public school and vocational school programs and for trainers in business, industry and governmental agencies, and training directors in institutions. With financial assistance from Kellogg Project in Continuing Education for Health Professionals.

FEE: \$ 28 (including lunches and materials)

Instructor: James E. Thornton

Location: Conference Room, Centre for Continuing Education, U.B.C. campus.

GROUP LEADERSHIP SKILLS

October 18-19

Friday-Saturday 9am - 4:30pm

This will be an advanced workshop for instructors, trainers, administrators, managers, and other leaders to develop their skills in effective group leadership. The focus will be on learning and work groups of all types. A variety of large and small group activities will be conducted during the two day workshop in order to attain objectives concerned with: (1) the formation and development phases of task-oriented groups (2) the demonstration of effective leadership behaviours (3) the selection and application of techniques for improving group productivity and evaluating group effectiveness, and (4) the management of problems experienced by groups. Intended for those with previous experience in leadership workshops or short courses on the teaching of adults.

FEE: \$ 28 (including lunches and materials)

Instructor: James E. Thornton

Location: Conference Room, Centre for Continuing Education, U.B.C. campus.

MOTIVATION FOR ADULT LEARNERS

October 29

Tuesday 4:00pm - 9:30pm

This short course is specifically designed to assist participants in developing a working knowledge about motivation techniques and their impact on adult learners. Participants will discuss motivation for learning and experience techniques which prepare adults for attitude change. Practical job related and classroom activities will be demonstrated. Some emphasis will be placed on reinforcement techniques for behaviour modification. Trainers, instructors and managers involved in training activities for adults in business, industry and governmental agencies, would find this course useful.

FEE: \$ 15 (including dinner and materials)

Instructors: James E. Thornton & J. Dale Michaels

Location: Room 301, Vancouver Public Library
750 Burrard Street (corner of Robson Street)

IDENTIFYING TRAINING NEEDS

November 5 & 12

Two Tuesdays 4:00pm - 9:30pm

During this two day short course participants will acquire the skills necessary for objective identification of training needs. Several methods of need identification will be discussed and assessed as to their application and appropriateness. Participants will be involved in using these methods in a 'take-home' activity between the two sessions. This 'take-home' activity can be applied to their individual organizational setting. Designed for trainers, instructors, supervisors and managers involved in planning training programs for their organization or institution. With financial assistance from Kellogg Project in Continuing Education for Health Professionals.

FEE: \$ 28 (including dinners and materials)

Instructors: J. Dale Michaels & James E. Thornton

Location: Room 301, Vancouver Public Library
750 Burrard Street (corner of Robson Street)

ATTITUDE STRUCTURE AND CHANGE

November 15

Friday 9am - 4:30pm

This short course will focus on recent research which suggests most major social attitudes are inter-related. The dynamics of attitude acquisition and change amongst adult learners will be examined. Participants will have the opportunity to examine theoretical materials concerning attitude structure change and participate in practical exercises designed to give insight into attitude change processes. Participants will have access to video-tape equipment which will be used to highlight some of the major points. Advance registrants will be mailed written materials for preliminary study.

FEE: \$ 15 (including lunch and materials)

Instructor: Roger Bashier

Location: Conference Room, Centre for Continuing Education, U.B.C. campus.

MANAGEMENT INTERVIEWING AND COUNSELING SKILLS

November 7-8
and December 6

Thursday-Friday 8:00am - 4:00pm
Friday 8:00am - 4:00pm

This workshop is specifically designed to develop communication skills as they apply to selection, performance evaluation, career and problem counseling of employees. Particular emphasis is placed on helping participants to acquire skills involved in active listening, verbal and non-verbal communication and questioning techniques. The counseling and interviewing process is divided into three phases, each phase concentrating on specific skill development activities. Participants will develop an awareness of their current counselling and interviewing behaviour and acquire new skills involving active-listening, questioning techniques and non-verbal behaviour analysis. The full course is divided into two sessions separated by a four week period. This separation is designed to allow participants to apply, back on the job, those tools and techniques learned in the first workshop. The second session then involves building on these experiences and the acquisition of more sophisticated interviewing and counseling techniques. Registration limited to 18 persons on a first come basis.

FEE: \$ 150 (including lunches and materials)

Instructors: Daniel D. Pratt & J. Dale Michaels

Location: Airport Inn, Richmond

CONFERENCE ORGANIZATION AND LEADERSHIP

December 6-7

Friday-Saturday 9am - 4:30pm

Getting the most out of your conferences and meetings. Whether job related or voluntary, whether in formal settings or in social or recreational situations, the organizer, the leader, and the participant alike need certain skills to get the most out of the experience. This workshop is designed for those who organize or lead group meetings - conferences, seminars, conventions, workshops, committees, and discussion groups. Among the topics to be considered are: (1) planning the conference (2) how to succeed as a leader or chairman (3) how to analyze and improve the meetings you attend (4) securing meaningful participation (5) coping with hidden agendas and the needs of participants (6) physical arrangements and their effect upon meetings (7) what to do before, during, and after the meeting. With financial assistance from Kellogg Project in Continuing Education for Health Professionals.

FEE: \$ 35 (including lunches and materials)

Instructors: John H. Buskey & others

Location: Conference Room, Centre for Continuing Education, U.B.C. campus

registration form next page...

M E M O

TO: All Employees
FROM: Supervisor of Personnel Admin.
RE: Vacancy - ADMISSIONS STENO

Effective 1 October 1974 the following position will be available on the Surrey Campus.

Position: Admissions Stenographer
Classification: Stenographer 11
Salary: \$575.00 - \$669.00

The job description for this position is posted on all Staff Notice Boards.

If no applicants fully meet the Pre-requisites, appointment may be made at a lower classification level.

In keeping with our policy of filling vacancies from within our staff whenever possible, we invite applications from all qualified employees who are interested in being considered for this position.

If you wish to apply for this position, you should advise the Supervisor of Personnel Administration in writing by 23 September 1974. Quote Position Title used in this advertisement.

L. C. Laurie
L. C. Laurie
Supervisor of Personnel Administration

DOUGLAS COLLEGE LIBRARY
ARCHIVES

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ADULT EDUCATION RESEARCH CENTRE
and
CENTRE FOR CONTINUING EDUCATION
The University of British Columbia

REGISTRATION FORM

Mail with fees to:
Registrations,
Centre for Continuing Education,
The University of British Columbia,
Vancouver, B.C.
V6T 1W5



I WISH TO ENROL IN THE EVENTS CHECKED ☒

- | | |
|--|----------------|
| <input type="checkbox"/> Teaching Adults October 4-5 | AE2005 - \$28 |
| <input type="checkbox"/> Group Leadership Skills October 18-19 | AE2006 - \$28 |
| <input type="checkbox"/> Motivation for Adult Learners October 29 | AE2007 - \$15 |
| <input type="checkbox"/> Identifying Training Needs November 5 & 12 | AE2008 - \$28 |
| <input type="checkbox"/> Management Interviewing and Counseling Skills November 7-8, December 6 | AE2011 - \$150 |
| <input type="checkbox"/> Attitude Structure and Change November 15 | AE2009 - \$15 |
| <input type="checkbox"/> Conference Organization and Leadership December 6-7 | AE2010 - \$35 |

TOTAL FEE ENCLOSED \$

Make cheques payable to "University of British Columbia"

Name

Mailing Address

Postal Code: . . . Telephone: . . .

Your job or type of agency

Please register as early as possible by mail or reserve a place by telephoning (604) 228-2181 and ask for Local 228.

Courses with insufficient enrolment will be cancelled (with full refund of fees paid).

Your early registration or reservation helps us provide adequate materials and facilities and will lessen the chance of cancellation.

DOUGLAS COLLEGE LIBRARY
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